



**MINUTES  
CITY COUNCIL WORK SESSION  
March 2, 2021**

**CALL TO ORDER**

The meeting was called to order at 5:00 pm.

*Due to the COVID-19 health pandemic, the Long Lake City Council attended the meeting telephonically pursuant to Minn. Stat. 13D.021.*

**Present:** Mayor: Charlie Miner; Council: Jahn Dyvik, Mike Feldmann, Gina Joyce, and Deirdre Kvale

**Staff Present:** City Administrator: Scott Weske; Public Works Director: Scott Diercks; Fire Chief: James Van Eyll; and City Clerk: Jeanette Moeller

**Absent:** None

**APPROVE AGENDA**

*A motion was made by Feldmann, seconded by Dyvik, to approve the agenda as presented. Ayes: all by roll call.*

**OPEN CORRESPONDENCE**

No one was in attendance to address the City Council during Open Correspondence, and no written comments were received to be read aloud by staff.

**BUSINESS ITEMS**

**Review and Update of City Goals**

City Clerk Moeller highlighted some City goals from the current 'Long Lake City Goals' list that have already been completed and can be taken off of the to do list and moved to the accomplished category. She provided an overview of existing goals that staff believes should continue to be a priority, and also presented a detailed review of new goals City staff has identified as priorities to work towards addressing over the next two years, including:

- Review the City's current zoning map, zoning classifications, and individual sections of the Zoning Ordinance regulating the City's zoning districts to make updates where needed for compliance with the 2040 Comprehensive Plan. Also review Zoning Ordinance sections pertaining to Planning Commission and Park Board for corrections; and incorporate references to the Village Design Guidelines where appropriate in Zoning Code. Staff will work with the City's planning consultant on Zoning Ordinance updates where needed. Note that each update requires public notification, review and public hearings at the Planning Commission level, and final action by the City Council.
- Review the City Code of Ordinances and begin preparing chapter updates, starting with a focus in the areas of traffic/vehicles and tobacco sales. Other sections to be revisited include waterways (adding special event permit language); parks and recreation (adding special event permit language); emergency management (update references to Orono Police Department to 'the city's Police Department'); consultant development fees (add language clarifying consultant

fees incurred through development construction is the responsibility of the applicant, not just through review of an application); and signage code (consider permitting electronic changeable copy signs without requiring a CUP).

- Conduct a 'checks and balances' review of inspections for development projects and permitted construction, reviewing roles and responsibilities of Metro West Inspection Services (building official) and WSB (planning and engineering) in the inspection process and identifying/addressing any shortfalls in the area of inspections.
- Discuss code enforcement policies, review example policies of other communities, and consider whether a change to the City's current 'complaint basis only' policy may be warranted.
- Address utility agreements between Long Lake and Orono for Orono properties connecting to or currently being served by Long Lake water and/or sewer utilities. As Orono continues to develop and seek additional connections from the City, it is a priority that a new agreement be drafted and executed between the parties to assure that Orono flows are metered and billed appropriately.
- Respond to Orono's position and demands regarding their unwillingness to negotiate an updated fire service contract. Determine a course of action regarding fire service contracts and the future of the Long Lake Fire Department while maintaining public safety and Long Lake's best interests at the forefront. Continue to actively participate in discussions of implementing a fire service district with Medina and other jurisdictions.
- Work with the City's consulting engineer towards implementing a 2022 Street Reconstruction Project, to include (at a minimum) a full reconstruction of Grand Avenue from Glendale Drive to Harrington Drive. Full reconstruction includes replacement or improvement of City water and sewer utilities in the affected street project area. Consider bonding for a larger scale project to include more of Grand Avenue and other streets identified as being in need of overlay or reconstruction.
- Hire Public Works Maintenance Worker I / II positions and conduct on the job training as needed in 2021. It is anticipated one longstanding Public Works employee will be retiring in 2021, creating an additional vacancy to be posted.
- Work with the City's consulting engineer to identify projects, prioritizing those that may be grant eligible, aimed at reducing Inflow and Infiltration (I & I) in City sanitary sewer infrastructure. An I & I project for Sewer District #4 would be a priority to include pipe lining, repairing offsets, and repairing holes in pipe.
- Jet, clean, and televise Sewer District #1.
- Consider a project to reroute water service to 1977 (Club Mutts) and potentially 1953 (Pioneer Museum) W Wayzata Boulevard properties from Virginia Avenue to Wayzata Boulevard W or Brown Road.
- Work with the City's consulting engineer to complete renewal of the City's Municipal Separate Storm Sewer System (MS4) permit.
- Work with the City's consulting engineer to develop GIS mapping of Long Lake utility infrastructure with cloud-based access to maps.

- Regarding Public Works equipment, replace 1998 model New Holland backhoe equipment (23 years old, worn out); and discuss replacement of 2004 Sterling plow truck (17 years old). Explore purchase of a street sweeper, as the availability to contract out for street sweeping has become significantly more limited. Consider exploring purchase of a sewer jetter, with or without televising capabilities. Though the City has an agreement with the City of Wayzata that permits use of their sewer jetter, jetter availability does not always coincide with the City's need for use.
- Expand and improve the utility SCADA system.
- Revisit the EDA's bylaws and discuss changing the structure of the EDA to not include the full City Council as members on the Board. Previous structures have included Planning Commission members and resident at-large members.
- Implement elections in 2022, recognizing that substantial changes are anticipated to occur to the election and early voting process that may have significant impact on election budgeting and particularly on City Hall operations prior to each election date. The City will be receiving new voter assist technology to replace the AutoMark in 2021, and the City Clerk will be trained on the new equipment. Update all election judge training materials and polling place signage/directions to be reflective of changes to the election process and equipment.
- Revisit the City's water and sewer billing rate schedule. The sewer fund continues to operate at a significant loss, and staff recommends further review of utility rates later in 2021.
- Complete Public Works building maintenance and repairs including window replacements, heating and cooling equipment replacements, and flooring and lighting replacements. Obtain assessment of Public Works building roof condition. Repair exterior wall on sand/salt facility at Public Works (northeast corner has a significant wall crack). Replace City Hall Council Chambers window and make necessary improvements around the deteriorated window frame and surround.
- Complete review and update of the City's Employee Handbook to include Family Medical Leave Act (FMLA) changes, social media and internet usage policies, and other appropriate content revisions.
- As the Nelson Lakeside Park band stage concept moves forward, revisit the park reservation and special event permit fee structure.
- Continue to be responsive to developer inquiries regarding the four properties for sale on Symes Street, while communicating past Council feedback, Village Design Guidelines information, and zoning/parking requirements to interested developers. Staff anticipates it is likely a land use application may be submitted for redevelopment of this area in 2021 or 2022. Developer interest in the properties remains active at this time.
- Work through establishing a TIF district for 'The Borough' redevelopment project on Virginia Avenue, and execute the purchase (closing already approved) of the City owned Virginia Avenue property by the developer.
- Explore potential grant opportunities to fund replacement of Dexter Park playground equipment.

- Explore whether the City's current web host provider service allows for documents posted on the City's website (agendas, minutes) to be file content searchable rather than title searchable only to better facilitate searches of online content by residents.
- Update the online 'Long Lake City Goals' to be reflective of new and changing goals, and to add an 'Accomplished' category on the page.

Council member Kvale stated that the Minnehaha Creek Watershed District had come out to the City recently and she would like to add an item to the goals list regarding addressing discharge and drainage from Holbrook Park along with the possibility of exploring grants to reconstruct some of that area.

City Administrator Weske responded that the City will use some of the data from the MCWD for the City's MS4 permit update and will try to tie the Holbrook Park drainage area into the application which should help move things farther from a grant application perspective. He discussed the upcoming MS4 permit application process and noted that for other grants, the City should have a project in mind before applying for grant money.

Moeller indicated she would summarize Council member Kvale's suggestion to include on the goals list an item to "explore grants and work on filtration and associated projects addressing drainage from Holbrook Park and potentially other contributing sources to nutrient loads in Long Lake". She noted that the items included in the packet were staff goals and asked if the Council had any other ideas for City goals that were not included on the list. She stated that she would also add an item to the list about replacing parks equipment such as tables, grills, and refuse containers from the Park Board's master goals list.

Council member Dyvik stated that he also had a goal of replacing the fences in Nelson Lakeside Park.

Council member Joyce recalled that the Park Board had discussed that when their list was made and ended up making the suggestion to just remove the fencing because it didn't seem like it was serving much of a purpose.

Council member Dyvik thought that the fencing was meant to protect the vegetation behind the fence.

Moeller clarified that there is an area in the park that was part of an MCWD planting project so there may be a requirement that fencing in some areas remain. She noted that she doesn't think the City wants to entirely remove fencing from the boat and trailer parking area because fencing limits the potential for vehicles to park on the turf.

Council member Dyvik explained that he was referring more to the fencing along the shore and around the pond and agrees that the fencing in the boat and trailer parking area should remain. He added that he feels the fencing also adds an element of safety.

The Council discussed fencing at Nelson Lakeside Park and the pros and cons of both keeping and removing the fencing.

Mayor Miner expressed his appreciation to staff for putting together the list of City goals and asked the Council to give input on the existing goals as well as suggest additional goals.

Council member Kvale voiced support for the Pavement Management Plan, and asked if there had been a watermain break on Watertown Road.

Weske confirmed that there had recently been a watermain break on Watertown Road, two on Wayzata Boulevard W, and one on Valley View Road.

Public Works Director Diercks shared details on the locations and types of watermain breaks that had occurred throughout the City over the past week.

Council member Dyvik expressed his support for existing goals such as finding a qualified developer for the BP site this year; crosswalk lights at Heather Lane and Wurzer Trail; the fencing issue at Nelson Lakeside Park; continuing goose management efforts; considering the playground equipment at Dexter Park; for the newly established Long Lake Garden Club to maintain the monument flowers and other areas within the parks; and for continued City support of the Long Lake Waters Association. He noted that there had been plans for the Long Lake Waters Association to conduct a carp harvest the last two winters, yet no harvest had occurred. He questioned whether the priority on carp removal had changed because the Association may be looking at more long-term solutions rather than a bandaid fix. He stated that he would like to see the City have a discussion with the Long Lake Waters Association on this issue. He asked if the accomplished and to be completed goals could be color coordinated on the website so people can see ongoing old goals, new goals, and accomplished goals. He stated that the color coding may not even necessary be for the public but for Council and staff to more easily see what is on the lists.

Moeller noted that color coding on the website may be difficult but she has ideas for creating some different categories on the website that she thinks will be easier to understand.

Council member Dyvik commented that he believes the Pavement Management Plan is critical. He asked if the City had finalized the actual plan for all the roadways in the City or just made the determination to begin with Grand Avenue. He added that if that has not been done, he would like to see the City lock down a plan and attempt to hold to it year after year, with the ability to modify it when needed. He also reported that the trucks involved in building the Charles Cudd homes have been using Martha Lane and have caused quite a bit of damage.

Council member Kvale asked if there was a way to document this damage and asked who would pay for road damages incurred.

Weske noted that Martha Lane is a public road, so the City would not be able to bill back the developer for the damage to the roadways. He stated that these trucks working for the developer may not be being the best neighbors right now and encouraged the Council to contact the City or the Wayzata Police Department if they see anything such as blocking of the trail or fire hydrants.

Fire Chief Van Eyll added that some of the development agreements he has seen have included provisions to address potential road damage. He indicated that he's seen examples where a roadway's condition had been documented by video tape before a project, and if the roadway is not in the same condition when the project is completed, the developer is obligated to make repairs.

Moeller noted that the scope of the Charles Cudd homes did not trigger the requirement for a developer's agreement, but suggested that staff have a discussion with City Attorney Thames regarding responsibility in this type of situation for now and in the future.

Council member Joyce expressed her support for the idea of the City considering purchasing a sweeper for its streets and inquired whether Diercks had time to take a look at the study that she mentioned at the Council's last meeting regarding vacuum type sweepers.

Weske responded that a vacuum sweeper would be nice, but the Council would need to understand the expense tied to that type of sweeper. He noted that their initial thought is that a used sweeper would be a good start for the City.

Council member Joyce indicated that she has the name of a great contractor who did some work on their home windows and would be happy to share his name with the City for replacement of the City Hall window.

Weske replied that he would appreciate the contractor's information, and noted that staff has already contacted a few people but has not had good luck with any contractors thus far.

Council member Joyce shared ideas for having the City host events at Nelson Lakeside Park. She further mentioned that she would like to add a goal of keeping the page on the City website that lists the properties for lease and sale maintained and up to date. She also suggested that, post-COVID, the Council and staff have some type of team building event and would also like to see the Council work together with staff on jointly forming the agendas for the work session meetings.

Moeller explained that when staff is setting the agendas for work session, it is usually timely and related to business that they are encountering at the present time; however, staff will continue to include goals on agendas in between addressing timely business items.

Council member Dyvik stated that he likes Council member Joyce's idea for potentially hosting City events at the parks and noted that when he first moved to the City, former Mayor Randy Gilbert held periodic events at a park where you could come get a hot dog and a drink, and just come and meet the Mayor or the Council and ask questions. He noted that this may be something that the Council could once again do.

Moeller added that there are ways to hold events that are not so budget heavy, like Council member Dyvik is talking about, but mentioned that holding larger events that may include music or other vendors would have to be budgeted and possibly levied for because they are more costly to sponsor.

Council member Feldmann indicated that he had spoken with Moeller last week and a few of his ideas were already added to the list. He stated that one of his ideas was having checks and balances and oversight on development projects. He added that he would also like the Council to keep in mind what kind of 'teeth' have been given to staff to be able to hold developers accountable for their actions through projects. He commented that he would like to see the capability of text-based searching of agendas and minutes because that been helpful for him when he has looked at other cities' information.

Mayor Miner stated that the only thing that he had not seen on the goals list that he would like to see there would be implementing a solar installation for City Hall. He questioned if there had been an update from the County on the Wurzer Trail pedestrian crossing signal.

Weske informed Council that staff was advised by the County that the traffic study had never been done as anticipated due to COVID-19, but the study will be completed this summer.

Diercks explained that he and Hennepin County had reached out to MnDOT because they wanted to make sure that when the study is undertaken, it incorporates consideration of pending development on Virginia Avenue and the old Burger King site due to the fact that the population will increase significantly thereby producing more pedestrian traffic. Once the study is completed, the City has asked MnDOT to present their findings at a City Council meeting.

Mayor Miner reported that regarding the fire service contract, the City had a meeting at Fire Station 1 a few weeks ago with the State Fire Marshal's office and one elected representative from each participating area city along with Fire Chiefs and City Administrators from the cities. He clarified that it was essentially the first meeting to discuss whether or not there could be some potential partnerships in the area for establishing a form of a joint fire department or fire district. He stated that the overarching input from the Fire Marshal's office was that there should be some consolidation because there are too many fire departments. Mayor Miner noted that Mayor Walsh from Orono attended the meeting and towards the end, Mayor Walsh had stood up and made a statement that he wanted to make it clear Orono was not interested in any partnerships. He added that Mayor Walsh had spoken to him after the meeting and emphasized that he wants to start his own fire department and would like the City to start breaking down the value of all the assets.

Fire Chief Van Eyll stated that the next meeting on the joint fire service topic will be held March 11, 2021, and he believes Orono has already informed the City that they will not be attending that meeting.

Weske confirmed that he had received a phone call advising him that Orono had communicated to Medina that they would no longer be attending the fire district meetings.

#### **OTHER BUSINESS**

No other business was discussed.

#### **ADJOURN**

*Hearing no objection, Mayor Miner adjourned the meeting by general consent at 6:28 pm.*

Respectfully submitted,

Scott Weske  
City Administrator